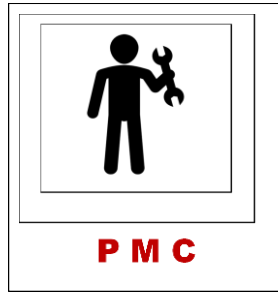


St. Mary's Parish Maintenance Committee (PMC)



At the February 2018 Pastoral Council meeting, the issue of on-going maintenance was raised. Some weeks ago, **Fr. Mark** included in the parish newsletter, a call to help. I would like to take this further and establish a committee to organise and put in place an **Action Plan**. Do you have a specific skill that would possibly be a help in maintaining the parish facilities? Would you be willing to provide this skills to the parish on an as and when needed basis. From time to time, problems occur in the parish facilities that need a person with the specific skill to remedy the problem. We would like to establish a list for the Parish that has the names and skills of the people who would be willing to help the Parish. The relevant gifts, skills and experience brought by the members to the table, are highly valued, necessary and much needed because parish maintenance is very important. Please let us know if you are interested and can help form this important committee. Thank you. **Fr. Michael**

The committee will:-

- assist the Parish Priest and Parish Team
- serve as an advisory group to the Parish Pastoral Council (PPC)
- submit maintenance findings to the PPC and also the Parish Finance Council (PFC)
- repair reports for long-range, cost effective maintenance for implementation
- carry out practical maintenance work to look after the fabric and physical properties of the Church grounds, areas
- be responsible for the maintenance and improvement of the parish facilities

The committee is needed because:-

- we need to maintain our facilities eg. worship space, the Parish Centre, Parish Prayer Room, Sacristy, Presbytery, Parish office, car parking, grounds, roofing,
- provide a safe environment for the parish community
- ensure facilities are maintained in a cost effective manner

Committee roles & duties will include:-

- Conduct an audit - inspection of facilities and immediate repair needs, life expectancy and planned replacement/repairs of items/equipment
- Upgrading needs/requirements
- Managing a combination of volunteer labour and contracted services
- Leading on recruitment and organization of volunteers

Ideal members/volunteers :-

- Adult men & women
- Skills in the building trades and professions
- Professional and or voluntary experience in property maintenance
- Skills in small routine maintenance

Going forward, the Committee will:-

- Plan and co-ordinate an annual Volunteer maintenance day for Spring 2018 – a day of fellowship so that volunteer parishioners can clean, paint, plant flowers and carry out minor repairs to the Church grounds
- Produce the **Action Plan** by way of auditing for repairs and maintenance, upgrades and a facilities/equipment to determine item life expectancy, replacement/repair
- Meet after Easter with Fr. Michael
- Elect a Chairperson for the Committee once established
- Meetings bi-monthly and or as the need arises

Next step :-

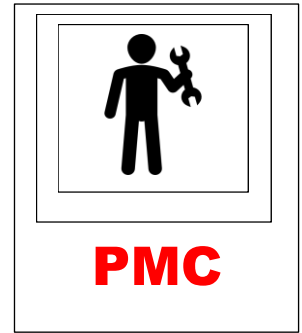
- Make contact by e-mail/phone with the parish office
- Complete the PMC form available on the tables as you enter the Church
- Meet after Easter 2018 – listen out for the date and time

We are a big parish. There is much to be done in the Lord's name, in the Lord's service. Every little bit helps us build a better Parish.



St. Mary's Parish Maintenance Committee

We would like to further the call for volunteers and establish a committee to organise and put in place an **Action Plan**. Do you have a specific skill that would possibly be a help in maintaining the parish facilities? Would you be willing to provide this skills to the Parish on an as and when needed basis. From time to time, problems occur in the parish facilities that need a person with the specific skill to remedy the problem. We would like to establish a list for the Parish that has the names and skills of the people who would be willing to help the Parish. The relevant gifts, skills and experience brought by the members to the table, are highly valued, necessary and much needed because Parish maintenance is very important. Please let us know if you are interested and can help form this important committee. Thank you.



| | |
|---|---|
| Name | |
| Mobile | |
| E-mail | |
| Please state your home postcode and area | <i>Eg. Croydon, CR0 2AR</i> |
| Do you drive & have access to a vehicle you are willing & able to use for this role | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Consider yourself fit and well enough to help with minor maintenance | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Which Sunday Mass do you usually attend | Sat 7pm <input type="checkbox"/> Sun 8am <input type="checkbox"/> 9.15am <input type="checkbox"/> 10.45am <input type="checkbox"/> 12.15pm <input type="checkbox"/> 3pm <input type="checkbox"/> 6pm <input type="checkbox"/> |

| | |
|---|--|
| <p>Any maintenance skill area</p> <p><i>Tick all those that apply</i></p> | <p>Candle stands <input type="checkbox"/></p> <p>Church cleaning <input type="checkbox"/></p> <p>Fencing/boundaries <input type="checkbox"/></p> <p>Fire prevention <input type="checkbox"/></p> <p>General repair works <input type="checkbox"/></p> <p>Health & Safety <input type="checkbox"/></p> <p>Information technology <input type="checkbox"/></p> <p>Lost property disposal (taking to charity shops) <input type="checkbox"/></p> <p>Minor electrics <input type="checkbox"/></p> <p>Painting & decorating <input type="checkbox"/></p> <p>Plant, machinery, equipment maintenance <input type="checkbox"/></p> <p>Plumbing <input type="checkbox"/></p> <p>Recycling <input type="checkbox"/></p> <p>Roofing <input type="checkbox"/></p> <p>Seasonal decorations <input type="checkbox"/></p> <p>Security & checks <input type="checkbox"/></p> <p>Signage <input type="checkbox"/></p> <p>Sound systems (mics, batteries, leads) <input type="checkbox"/></p> <p>Statue cleaning/repairs <input type="checkbox"/></p> <p>Detail any others:</p> <p>.....</p> <p>.....</p> |
| <p>Do you have any professional certificates Eg. NICEIC</p> | |
| <p>When is your best availability days/times</p> | |
| | <p>Sign:</p> <p>Date:</p> |

What to do next

- Thank for considering this and completing the form
- Please hand this form to Fr. Mark Binang or place in a sealed envelope for the parish office
- Further contact will be made with you
- Your details will be retained by the parish in accordance with the General Data Protection Regulation 2017 (previously the Data Protection Act 1998)